IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status. Become a part of an exciting opportunity to help grow our programs at IUPUC as a Student Support Specialist. It is an exciting time to join IUPUC as we transition to IU Columbus. To read more about this change, check out this article.

The Student Support Specialist serves as a success coach to leverage data to create a proactive approach intentionally designed to help drive admissions, enrollment, persistence, completion, and post-graduate attainment for all 21st Century Scholars. This role serves as a consistent means of support for scholars throughout their time with IU, which will build a true connection with their campus and the institution; leverages data and technology to make early intervention and the celebration of successes a daily practice; serves as a concierge of sorts, as resource navigators, planners, and an overall reliable means of support as they both directly assist students and connect them with other resources; and anticipates challenges before they occur and engages directly to produce favorable outcomes. Please follow the instructions listed below to view the full job advertisement.

REQUIREMENTS
Bachelor’s degree in education, public affairs, public health, counseling, social work, business, or related field. Master’s degree in higher education student affairs or related field is preferred. Combinations of related education and experience may be considered. Preferred qualifications include professional experience in higher education. Applicants must possess a valid U.S. driver’s license and be able to drive during daylight and evening hours to event locations. Must be able to be insured by Indiana University.

The successful candidate should possess proficient communication skills; maintain a high degree of professionalism and confidentiality; possess time management and priority setting skills; and the ability to clearly present material and make it accessible to a variety of audiences. This role also requires organizational skills to manage multiple projects; highly effective collaborative and interpersonal skills; excellent verbal, written, listening skills; customer service, and public speaking skills; assertiveness and attention to detail; ability to meet deadlines; and the ability to use computer software programs utilized by the university.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at https://jobs.iu.edu/. Search for Job ID 309117 to view the complete position description and to apply. A resume must be submitted with your online application. This opportunity is available to internal and external candidates and the deadline for applications is January 2, 2024, or until filled.

BENEFITS/PERKS
University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to http://hr.iu.edu/benefits/ to learn more about the resources, services, and other generous benefits available to Indiana University employees. Indiana University offers a competitive benefits package which includes the following for exempt-level employees: 10 paid holidays; 30 days of paid time off per year (36 days after 5 years of service); Medical, Prescription, Vision, and Dental Coverage; Tuition Assistance; and Spending and Saving Accounts. IU also makes all contributions to a 403(b) defined contribution plan in an amount equal to 10% of your base salary each pay period. New employees are subject to a 3-year cliff vesting requirement.

Columbus is located one-hour south of Indianapolis, 1 ¼ hours from Louisville, and 1 ½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. The Annual Security and Fire Safety Report, containing policy statements, crime, and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu